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SUBJECT: Leave and Night Differential Pay for Employees  
Excused From Duty Due to Emergency Conditions

This memorandum was supplemented on 15 December 1960 in order to clarify certain points, as follows:

- a. Monday, 12 December 1960 was not declared to be a "legal holiday". Those employees who did report for work according to instructions of the agencies are not eligible for additional compensation.
- b. Employees who were not required to report for work were excused without charge to annual leave.
- c. Employees who were in an annual or sick leave status on Monday, 12 December 1960, shall be charged annual or sick leave for that day.

4. It must be concluded from the foregoing that employees who were excused from reporting to work on 12 December 1960 will not be charged leave unless they were in a leave status on that date. Those employees assigned to a tour of duty including night differential hours and who were excused from duty for 8 hours on 12 December 1960 are not entitled to any night differential for 12 December 1960, because the excused absence with pay was not due to a holiday and the period of absence totaled at least 8 hours, disregarding any other leave taken during the pay period. Night differential shall be paid for any employee whose scheduled tour of duty on 12 December 1960 was less than 8 hours and whose other leave taken during the period 11 through 24 December when added to the hours scheduled for 12 December 1960 would not result in 8 hours total absence.

5. Adjustments as necessary to the pay and leave records of employees concerned should be made as promptly as possible in accordance with this memorandum.

[Redacted Signature]  
E. R. SAUNDERS  
Comptroller

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[Redacted Signature]  
Director of Personnel

Date

13 January 1961

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[Redacted Signature]  
General Counsel

Date

7 Mar. 61

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